

RESEARCH ASSISTANT -- INTERN

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department is currently seeking one intern in the Vehicle Asset Management division located in downtown Nashville. This internship opportunity is with the Real Estate Strategy which is responsible for researching real estate and market trends and providing marketing strategies for the disposition of properties and execution plans to maximize proceeds to the State.

The selected interns should expect to report onsite for approximately 20 hours per week and will receive \$10.00 per hour (total internship pay to be approximately \$1600).

Over the course of the internship, interns can expect to gain practical experience in the world of corporate fleet management from an owner perspective, knowledge of vehicle specifics and offerings and experience with data trend analysis and processes change.

Primary Duties

Tasks primarily will include data entry (information received and entered into a database) and research associated with other States, OEM manufacturers, and fleet guides to correlate best practices, compile and analyze data trends, etc.

Requirements

- Any four year degree program is acceptable
- Beginner to intermediate knowledge of Excel is preferred

To Apply

Please apply by sending the following documents to Kimberly.Mantlo@TN.gov with the name of this internship in the subject line

- Resume
- Letter of intent
- 2 Letters of professional recommendation
- Copy of most recent transcripts